



**Cle Elum-Roslyn**  
SCHOOL DISTRICT

# **Guest Teacher & Support Staff Handbook**

**4244 Bullfrog Road  
Cle Elum, Washington 98922**

**Phone: 509-852-4819**

**Fax: 509-852-4848**

**Website: [www.cersd.org](http://www.cersd.org)**

**Updated 1/2024**

## **Introduction**

The Cle Elum-Roslyn School District is very pleased to have you as a member of our team. We believe that you have a great contribution to make to the district and that you will find your employment here a rewarding experience. We look forward to the opportunity to work together to create a more successful district. We also want you to feel that your employment with the district will be mutually beneficial and gratifying.

The Cle Elum-Roslyn School District Guest Employee Handbook has been prepared to assist you in understanding policies, practices, guidelines, wages and benefits which apply to employees of the school district.

The Cle Elum-Roslyn School District complies with all federal, state or local law applicable to the policies and procedures in this handbook. The Board of Directors delegates authority to the superintendent to implement the policies. The administration will adopt guidelines reflecting the spirit and intent of the policies. The Board of Directors, at all times, reserves the right to add to, delete from, alter or amend the policies.

The material is presented as a matter of information only, and the contents should not be interpreted as a contract between the Cle Elum-Roslyn School District and any of its employees. Please read this handbook carefully and keep it available for future reference. If you are uncertain about any information in this handbook, contact the HR department.

School district policy and procedures are located on the main page of our website and can be accessed at: [www.cersd.org](http://www.cersd.org)

## Important Information

If you are having problems with your email account or network account or need your password reset, please put in a help desk ticket at <https://cersd.mojohelpdesk.com/> or contact the Technology Department at 509-649-4949.

### Building Information

Please remember to check with the building administrative assistant as to your start time. Contact the building administrative assistant if you are unable to make your assignment.

Cle Elum Roslyn Elementary School 2696 SR 903, Cle Elum, WA 98922 Jennifer Root - rootje@cersd.org	509-649-4700 8:10 am – 2:55 pm
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Walter Strom Middle School 2694 SR 903, Cle Elum, WA 98922 Alaina Dooley - dooleya@cersd.org	509-649-4800 8:15 am – 3 pm
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Cle Elum Roslyn High School 2692 SR 903, Cle Elum, WA 98922 Carlene Dunham – dunhamc@cersd.org	509-649-4900 8:10 am – 3 pm
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District Office 4244 Bullfrog Road, Cle Elum, WA 98922 Jessica Dumars – dumarsj@cersd.org	509-649-4850 7:30 am – 4 pm
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### Important Department Phone Numbers

Payroll Department – Becky Roberts	509-649-4863
Human Resource Department - Sara Sahlinger	509-649-4859

### Prior to Substituting

- Guest teachers using an emergency substitute certification or recently finished their teaching program are required to take SubSkills training through Stedi, provided by the District. Depending on the length of absence from teaching, other guest teachers may be required to take the training too. A time sheet will be provided to fill out while taking the training and guest teachers will need to complete 5 full days of substituting prior to being reimbursed for the training.

## **GUEST EMPLOYMENT GUIDELINES**

### Equal Employment Opportunity

The Cle Elum-Roslyn School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Superintendent John Belcher [belcherj@cersd.org](mailto:belcherj@cersd.org) for Title IX and Civil Rights Compliance at 4244 Bullfrog Road, Cle Elum WA, 509-649-4850 or Special Programs Director Carrieanne Selzler [selzlerc@cersd.org](mailto:selzlerc@cersd.org) for Section 504/ADA Compliance at 4244 Bullfrog Road, Cle Elum WA, 509-649-4807. The Cle Elum-Roslyn School District offers classes in many careers and technical education program areas under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact the CTE Director in the District Office at 4244 Bullfrog Road, Cle Elum WA, 509-649-4994. Lack of English proficiency will not be a barrier to admission and participation in career and technical education programs.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [Policy 3210](#), [Procedure 3210](#)

### SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Policy 5011](#), [Procedure 5011](#), [Policy 3210](#), [Procedure 3210](#)

### Harassment, Intimidation and Bullying

The Cle Elum-Roslyn School District is committed to a positive and productive educational and working environment free from harassment, intimidation or bullying (HIB). The district prohibits HIB of or by students and employees of the district. You can report (HIB) to any school staff

member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). Please refer to policies, forms and procedures 3207/3207F- complaint form/ 3207P- Harassment, Intimidation and Bullying or policy and procedure 3211/ 3211P- Gender Inclusive Schools. These can be found at our website at [www.cersd.org](http://www.cersd.org) under School Board-Board Policy & Procedures or click the "For Students" or "For Parents" tab at the top. An Incident Reporting form can be completed at any school office by contacting the building principal. The School Superintendent serves as the district Compliance Officer for the HIB policy and procedure.

#### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

#### **Level One – Complaint to District**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The following process will be followed:

#### **Filing of Complaint**

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the Title IX Coordinator, Superintendent at, 4244 Bullfrog Rd. Cle Elum, WA 98922, #509-649-4851, [Belcherj@cersd.org](mailto:Belcherj@cersd.org). Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

#### **Investigation and Response**

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Coordinator will compile a full written report of the

complaint and the results of the investigation.

### **Superintendent Response**

- The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed ; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district. • Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

### **Level Two -Appeal to Board of Directors Notice of Appeal and Hearing**

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

### **Decision**

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy

of the appeal decision to the office of the superintendent of public instruction.

### **Level Three - Complaint to the Superintendent of Public Instruction**

#### **Filing of Complaint**

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

#### **Investigation, Determination and Corrective Action**

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

#### **Level Four - Administrative Hearing**

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

#### **Other Complaint Options**

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination. 206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

Drug Free Work Place: District Guest employees shall not unlawfully possess, use, distribute, manufacture or dispense illicit drugs, controlled substances or alcoholic beverages on district property or at any district-sponsored function. District employees shall not report to work or school events or remain on duty while under the influence of alcohol, illegal drugs or controlled substances. Law enforcement officers will be notified and appropriate sanctions will be taken against the employee. The district will make efforts to inform employees of the dangers of alcohol and drugs; will make an effort to maintain a drug-free workplace; and will support employees with information about rehabilitation programs. The cost of such a program will be the responsibility of the employee. Refer to district policy [5201](#) and [5202](#) for further information.

#### Federal Drug-Free Workplace Act Compliance:

The district is covered by the Federal Drug-Free Workplace Act and provides a drug-free work place. Refer to district policy 5201 and 5202 for further information.

As part of the district's drug-free workplace compliance efforts, the following requirements apply to all district employees:

- District employees must, as a condition of employment, agree to abide by the terms and conditions of this policy. Failure to do so may result in disciplinary action, up to and including termination.
- District employees must, as a condition of employment, report any conviction under a criminal drug statute for violations when such violation occurred on district property or at a district-sponsored function. Such report will be made to the superintendent in writing, within five days after the conviction.
- Within 30 days after written notice of the conviction is received, the district shall take appropriate disciplinary action with respect to the employee. Such disciplinary action may include the initiation of employment termination proceedings; suspension of employment; placement on probationary status; mandatory successful participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; or other disciplinary or remedial action.

Tobacco-Free Environment: The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. The Board prohibits the use of tobacco, nicotine and/or such delivery devices on any school property and all school-sponsored functions. Please refer to school district policy 4215 for complete information.

Solicitation and Distribution: Solicitations by employees are prohibited while on working time. Distribution of literature by employees is not permitted during work time. In addition, trespassing, soliciting or distributing literature by anyone outside the district is prohibited on the district's premises unless the activity has been approved by the district office.

Mandatory Reporting: Child abuse or neglect, including exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff will be alert for any evidence of child abuse or neglect, including exploitation. If you have any concerns, please connect with the building counselor and administrator. Please refer to school district policy 3421 for complete information.



**Use of Communication Technologies by Employees:** In the event that an employee uses communication technologies in an inappropriate or unacceptable manner, in violation of Board policies, or in violation of administrative guidelines, the employee shall be subject to disciplinary action. Such action may include, but shall not be limited to, reprimand, termination or other action. Communication technologies shall include technologies on district property or at district-sponsored activities whether or not owned, operated or provided by the district. Examples of communication technologies shall include, but shall not be limited to, voice mail, computer networks, cellular phones, the Internet and e-mail.

**Confidentiality:** Maintaining confidential information is an extremely high priority in the district. Staff members have access to business systems, future plans, student records, personnel records, and other information that is considered confidential. Protecting this information by safeguarding it when in use, filing it properly when not being used, and discussing it only with those who have a legitimate need to know is an extremely high priority for all concerned parties. Phone numbers and addresses of staff and/or students must not be provided to anyone who is not a district employee unless approved by the appropriate administrator. Unlisted phone numbers should not be given out to anyone under any circumstances. The administration should be informed of any request of this nature.

**FERPA:** Don't share personally identifiable student information without parental permission unless a specific FERPA exception applies. Employees must protect all student information and should not engage in any discussions or communications concerning the student with any person outside of a school district, other than the individual student's teacher(s), administrators, or other designated district officials or the student's parents. Protected information includes, but is not limited to, the student's academic performance, special needs, physical or emotional health issues, and discipline record.

**Health, Safety and Security:** The health, safety, security of all employees is of primary importance to the district. All employees are responsible for undertaking their daily job activities in the safest possible manner. Employees are expected to comply with all safety, security and health policies, regulations, and/or laws that apply to the school district. Employees are encouraged to report unsafe, unhealthy, or unsecured conditions to their immediate supervisor. It is important that all of us contribute to keeping the school district a safe, secure, and healthy place to work.

**Civility Policy:** The Cle Elum-Roslyn School board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct, similar to other forms of disruptive behavior, may interfere with an employee's ability to accomplish their work and a school's ability to educate its students. The board of directors commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The district expects this value to be manifested in the daily behavior of all constituents. When differences exist, stakeholders will use clear, concise, and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on district property or at district-sponsored activities by school directors, staff, parents, volunteers, contractors, or visitors is prohibited. For a copy of your district's Civility Policy 5161, contact your school or the district office, or view it online [here](#).

**Solicitation and Distribution:** Solicitations by employees are prohibited while on working time. Distribution of literature by employees is not permitted during work time. In addition, trespassing, soliciting or distributing literature by anyone outside the district is prohibited on the district's premises unless the activity has been approved by the district office.

# Guest Teacher Expectations

1. Arrive 30 minutes before school start time and check in with the Main Office Secretary.
2. Be flexible, sometimes Secretaries need to adjust coverage for guest teachers.
3. Ideally guest teachers stay on site for the day and do not leave campus. If you did have the need to leave campus in an emergency please make sure to check in with the Main Office Secretary.
4. Review the sub folder thoroughly. Know the bell schedule, know students with special needs or medical issues, and review lesson plans and teacher requests. If you have questions, try the teacher next door to see if they can help.
5. Follow the lesson plans developed by the teacher. Place the Learning Target on the whiteboard for students to see, go over the lesson plans with students, and the Learning Target. Check that all students are clear on the plan for the period.
6. If lacking lesson plans, or you need administrative support, please contact the building secretary.
7. Dress professionally and be professional. Set appropriate boundaries with students, you are there to help their teacher continue their academic progress.
8. Please do not use cell phone, text, or personal work during instructional time unless an emergency.
9. Follow all district [policies and procedures](#).
10. Review basic class expectations for respect, respectfully following directions, being a positive community member in the classroom.

## Appropriate Student Boundaries

1. Volunteered fist bumps, handshakes and high fives are appropriate. But avoid hugging and touching students. Avoid compliments around how someone looks, weight loss, etc. Pay attention to personal space.
2. Do not friend/follow any students on social media and do not share your personal contact information.
3. Never transport any students in your own vehicle.
4. If you need to meet with a student privately, try to do it in a common space. Main office conference room, commons for example. Avoid private meetings with students. If you do need to meet with a student one on one, and it can't be done in a more open setting, inform the neighboring teacher and keep the door open.
5. Avoid gift giving.
6. Do not give out any medications, ibuprofen or aspirin for example.
7. Our job is to teach our students to think for themselves, not how to think. So your political views, where you stand on current events, religious views, etc, we should avoid being those views in the classroom.
8. Don't allow profanity, and don't use it. Don't get in a big battle, just address it when you hear it. Hey, please don't use profanity in school.

## Emergencies

1. When fire alarms go off, head to the back of the school you are in, they line up on the athletic fields.
2. When in doubt, call 911 for any medical issues. Otherwise, call the school nurse and send a student runner for a nurse. Know room number, student name
3. Each room should have an emergency evacuation route posted, review and make sure your students know the plan.
4. Lockdown- Look in the hall for students and get them in your room, lock your door, turn off light, ensure kids are absolutely silent and do nothing until we excuse the room.
5. Shelter in place- Means keep your door closed, locked, but continue teaching. Do not let students leave the room.
6. Evacuation- Typically triggered by the alarm, exit building at closest exit and head to the sports fields depending on school.

## **Student Behavior**

1. Best ways to have a productive lesson and keep students focused.
  - a. Start with a clear beginning (Entry task and review of the lesson for day), middle (reminders of what they are to be doing), and end/closure (check if students met the expectations for the day).
  - b. Utilize all instructional time and avoid free time.
  - c. Be at the door greeting students and have an entry task posted they all have to do. If the teacher did not supply one, you could ask them to make a name tag (table tent) for example to get them focused.
  - d. Take attendance in the first 5 minutes of class.
  - e. Have a back-up lesson plan if they come up short. Start engaging students about their interests, activities, questions about the school etc. Trivia, interesting discussion questions are good sources of back up ideas. Ideally, it would be attached to the content area.
  - f. Limit out of room requests for bathroom, water etc. Use a hall pass, share with students that when the next student returns they may go. If they request the nurse or counselor, call ahead and let them know to expect the student.
  - g. Utilize classroom student leaders and teachers next door for support if you can't find things, or operate things.
  - h. Keep monitoring students for engagement by moving about the room, asking students what questions they have, or ask them questions about the work they are doing. It is ok to visit the teacher desk, but don't camp out there. Keep moving and engaging with the students.
  - i. Clean Up a bit early.
  - j. Avoid allowing students to line up at the door.
  - k. Please do not release students early from class as a reward etc.
2. If a student is behaving inappropriately try these steps
  - a. Don't get in a power struggle, avoid threats of power. ( ex. I'll call the principal, you'll get detention etc.)
  - b. Simple please stop doing that works majority of the time
    - i. Just remind the student you could really use their cooperation to help meet (Name teacher) expectations of all of you, including the students.
  - c. If a significant concern, get class going on a task then ask students to meet with you in hall door open and quiet conversation.
  - d. If a student refuses your fair requests, and won't cooperate, decide if it needs to interrupt all you are doing? If not an immediate safety concern, or the student will continue working, may be better to chase down later. We can follow up at another time with the student, or the teacher can meet with them.
  - e. If a student leaves without permission, it's appropriate to ask them to return, if they keep going don't chase. Just call the main office and inform, record for teacher.
  - f. Some things we act on immediately- Racial slurs, Intimidation, Threats of harm, for these, address publicly that is not ok, and out of line. Ask student to wait in the hall, call for Admin or main office support.
  - g. If you smell marijuana, vape, or suspect someone is intoxicated, best to call the main office for assistance and tell us in hallway.

## **End of Day Responsibilities:**

1. If appropriate, organize work, room, grade or contribute to smooth teacher transition back.
2. Communicate in writing (email preferred) complete details on how the day went, what was accomplished, student names of help or disruption. More than "day was great"-what was accomplished, who was a challenge etc. Leave your contact information for the teacher to reach you.
3. Make sure you signed your timesheet.
4. Return your substitute folder, key card, keys, computer etc.

# Guest Support Staff Expectations

1. Check in with the office staff and sign your timesheet, get a guest badge and key.
2. Wear your badge when you are in a school building.
3. Dress appropriately for work, keeping in mind that assignments may range from outdoor duty to office assistance.
4. Also view guest teacher exceptions as many of those relate to exceptions of support staff.
5. End of day responsibilities
  - a. Make sure you signed your timesheet.
  - b. Return your substitute folder, key card, computer, etc.



## **Payroll Information**

### **Timesheets**

Substitutes will complete a monthly time sheet. Instructions will be provided and building secretaries will be able to assist you.

### **Pay Period**

As a substitute, you will be paid one month after you have worked. (i.e., work completed in September will be paid at the end of October.

### **Payday**

Payday is the last working day of each month. The Cle Elum-Roslyn School District requires all employees to be on electronic direct deposit. Your payroll will be electronically deposited the morning of the pay date.. If you have any questions regarding your paycheck, please contact the Payroll Office at 509-649-4863.

### **Direct Deposit of Payroll Checks**

Employees participate in the “Direct Deposit of Check Program.” Participation in the program allows your paycheck to be electronically deposited into your designated bank account on payday. In addition, your direct deposit paycheck funds are available to you first thing on the morning of payday.

The enrollment form is included in the new hire paperwork. If your direct deposit needs to be changed, forms can be obtained from the human resource department. Employees are responsible for notifying the payroll department if they have closed their account.

### **Cut-off Date for Payroll**

The cut-off date for processing time sheets for payroll will be the 5<sup>th</sup> of each month.

### **Paycheck Information**

Direct deposit/ pay check information and details will be mailed.

### **Initiative I-1433 Sick Leave**

Initiative I-1433 took effect on January 1, 2018. It enables employees who are not previously eligible for sick leave to earn one (1) hour of sick leave for every 40 hours worked. For school districts, this applies to substitutes. Please contact the Payroll/Benefits department at 509-649-4863 or [robertsb@cersd.org](mailto:robertsb@cersd.org) on how this works and if you have any questions.

## **Substitute Rates**

### **Certificated**

- Full Day Rate - \$180
- Half Day Rate - \$90

### **Classified**

- Administrative Assistant - \$24.72
- Office Assistant Attendance Athletics - \$21.21
- Kitchen Assistant - \$18.94
- Registered Nurse - \$45.76
- Paraeducator - \$19.55
- Custodial - \$21.49
- Bus Driver - \$23.88
- Library Media Assistant - \$21.65

## **Long-Term Substitutes**

### *Certificated*

Substitute teachers who have served for 20 full consecutive working days in the same assignment will, from the 21<sup>st</sup> day of service on, be paid according to the regular salary schedule of certificated staff. Substitute teachers who work 30 non-consecutive days shall receive the daily rate increase, as determined by the superintendent, commencing on the 31<sup>st</sup> day.

## **Changes to Contact Information**

Each substitute must assume responsibility for notifying Human Resources or Payroll of any changes to their contact information, including but not limited to: address, phone number, email address, etc.

## **Teaching Certificates**

SUBSTITUTES ARE RESPONSIBLE FOR KEEPING THEIR TEACHING CERTIFICATES CURRENT.

If a substitute holds an emergency teaching certificate and needs to have it renewed, please send the request for renewal to the Human Resource Department for review. If approved for renewal and then upon receipt of this request, OSPI will be notified and you will be advised on how the certificate can be claimed as well as pay the associate fees.

## Reporting to Assignments

### Beginning of the day

**Classified Substitutes:** *Please arrive prior to start time to receive location and work instructions.* When arriving for work, go directly to the office and inform the building secretary that you are working as a substitute. The building secretary will provide a Substitute Sign-In Sheet. The building secretary will then advise you of the start and end times, and if applicable, your break time(s) and 40-minute lunch break. You will receive schedule of your day.

**Certificated Substitutes:** *Please arrive prior to start time to receive location and work instructions.* When arriving for work, go directly to the office and inform the building secretary that you are working as a substitute. The building secretary will provide a Substitute Sign-In Sheet. A certificated substitute day will consist of: 1) One full day as 7.75 hours; or 2) One-half day as 3 hours and 52 minutes or less. You should be given a Substitute Teacher Folder which will contain all the information and material pertinent to the school and position involved.

### Lesson plans and materials

Lesson plans are usually found in the absent teachers' classroom or in the school office. However, since it can be impossible to always anticipate illness, and since lesson plans change with the regular teacher from day to day, it is advisable for the substitute to develop short units and activities when suitable. Lesson plans should be provided; substitutes are to follow them. If you find no plans, please report to the principal/office immediately so that he/she may follow up with the teacher to suggest alternatives for you. Please leave a note for the teacher indicating what lessons you have covered in each subject area.

### Room Care

The care of the room is up to the substitute. It should be left clean, orderly and in good condition. Chairs should be in their proper places, paper picked up and windows closed. Classified substitutes should report to the school office 10 – 15 minutes prior to your start time. This will give you time to determine what your duties are for the assignment. If you have questions, please see the administrative assistant for that building.

## Lunch Periods and Breaks

Full Day Certificated substitutes will have a non-duty 30 continuous minute lunch period.

Full Day Classified substitutes (7-8 hours) will have a 40 minute (unpaid) uninterrupted lunch period and two paid breaks, 10 minute first half and 10 minute second half.

Partial Day Classified substitutes who work at least 4 hours are entitled to one 10 minute paid break.

## **Frontline**

All guest employees will be given access to our online substitute system, Frontline (Absent Management). Through this system, CERSD employees enter their absences for substitutes to view and assign themselves to. Substitutes may utilize the system by logging in online, through the application, or by calling the system to see which assignments are available to them. The system will also call all available substitutes for an absence that is not filled within 48 hours of the absence start time (you may opt out of these phone calls or adjust your call time preferences by logging on to your account through the website).

Once you have been officially approved to substitute at CERSD, you will receive an email invitation directly from Frontline to create your username and password. Please read the following instructions on how to use Frontline.





# Absence Management

## SIGNING IN

To log in to the absence management application, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

## RECOVERING CREDENTIALS

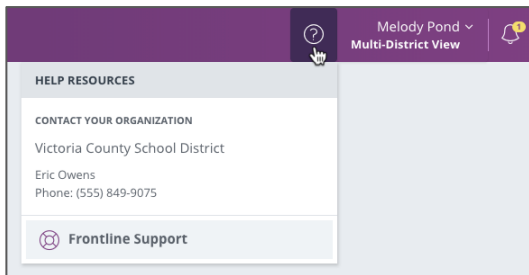
If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

## SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input type="button" value="Accept"/>



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.



## School Lockdown Procedures

*The purpose of a school lockdown is to isolate students and staff from threats of violence, such as suspicious trespassers or armed intruders that may occur in a school or in the vicinity of a school.*

1. In the event a lockdown is activated, you will be notified via the siren system. It is important to understand the differences between a lockdown siren and a fire alarm. The lockdown sirens will activate for 45 seconds only. Once the sirens stop, continue to stay in lockdown. The reason sirens deactivate after 45 seconds is so that law enforcement can operate effectively once in the school. A lockdown may also be initiated via intercom, but the primary means is the siren system.
2. We are all the eyes and ears of the school. Any staff member has the ability to request a lockdown if they observe an immediate threat.
3. Once a lockdown is activated, scan the hallway for any stray students or staff and quickly bring them into your classroom. Immediately cover windows, turn off lights and ensure doors are locked. Keep noise and light to extreme minimum.
4. Once the door is locked, do not open the door for any reason.
5. Once in lockdown mode, disregard a fire alarm unless instructed otherwise by law enforcement, or you are at immediate risk of harm by fire or smoke. A fire alarm during an actual lockdown could be used as a **ploy** to remove you and your students from your safe area.
6. Do not exit your lockdown location until instructed to do so by **Law Enforcement only.** **An all clear announcement via intercom, voice at the door, or other means is not an acceptable notification.**
7. If you and your students are on the outside of the building and a lockdown occurs, (Siren sounding), do not return into or near the building. Quickly remove all students far enough from the incident that you deem to be a safe distance and location.
8. During a lockdown, attempt to stay calm and in control. Your students will respond to your calmness, or lack of.
9. Monitor your phone, computer and radio (Silently) for any information being dispersed by the school district.

## **Library Lockdown Procedures**

- 1. In the event of a lockdown alert, quickly place all adjacent students and staff in your back room area.**
- 2. It would not be necessary to lock or cover main library doors or windows, as this would be too time consuming.**
- 3. Once in the back rooms, ensure that all doors are secured and any windows are covered. Maintain noise and light discipline.**
- 4. Do not exit this location until instructed to do so by **law enforcement only**. An all clear announcement via intercom or other means is not an acceptable notification.**
- 5. Once in lockdown mode, disregard a fire alarm unless instructed otherwise by law enforcement, or you are at immediate risk of harm by fire. A fire alarm during an actual lockdown could be used as a **ploy** to remove you and your students from your safe area.**
- 6. In the event a threat prevents you from securing in the back room of the library, take other immediate measures to escape from the threat. (Run, Fight, Hide).**
- 7. During a lockdown, attempt to stay calm and in-control. Your students will respond to your calmness, or lack of.**

## Office Lockdown Procedures

*School secretarial offices play an important role in the lockdown procedure. It's very likely that a lockdown would be communicated through, and initiated in the office. In the event this does occur, immediately activate the lockdown alarm. Do not wait for Admin approval.*

1. Any staff member in the office has the ability and responsibility to activate a lockdown based on information/observation received. This can be activated via the red button or the Intrada Safety System.
2. After the alarm has been activated, quickly move all adjacent students and staff into your back room area. (Nurses bathroom at high school and elementary). (Storage bathroom at middle school). Secure the main nurse/storage door, then proceed into bathroom. Take radio with you.
3. It would not be necessary to cover windows in the main office as this would be too time consuming.
4. Once in the backroom, ensure all doors are secured and windows are covered. Keep noise and light to the extreme minimum.
5. 911 should automatically be notified through the Intrada Safety System, however, to ensure 911 is notified, call 911.
6. In the event a threat prevents you from securing in the nurses station/back room, take other appropriate measures to escape the threat. (Run, Hide, Fight).
7. Once in Lockdown mode, disregard a fire alarm unless instructed otherwise by law enforcement. A fire alarm during an actual lockdown could be used as a ploy to remove you and your students from your safe area.
8. Do not exit your safe location until instructed to do so by law enforcement only. **An all clear announcement via intercom or other means is not an acceptable notification. Law Enforcement will find you.**
9. Maintaining quiet, monitor your radio and texts.

## **Gym Lockdown Procedures**

- 1. In the event of a lockdown alert, quickly place all adjacent students and staff in the secured gym storage area.**
- 2. It would not be necessary to lock or cover all adjacent gym doors, as this would be too time consuming.**
- 3. Once in the storage room, ensure that the door and roller door are securely locked. Maintain noise and light discipline.**
- 4. Do not exit this location until instructed to do so by law enforcement only. An all clear announcement via intercom or other means is not an acceptable notification.**
- 5. Once in lockdown mode, disregard a fire alarm unless instructed otherwise by law enforcement, or you are at immediate risk of harm by fire. A fire alarm during an actual lockdown could be used as a ploy to remove you and your students from your safe area.**
- 6. In the event a threat prevents you from securing in the storage area, take other appropriate measures to escape from the threat.**
- 7. If you and your students are on the outside of the building and a lockdown occurs, (Siren sounding), do not return into or near the building. Quickly remove all students far enough from the incident that you deem to be a safe distance and location.**
- 8. During a lockdown, attempt to stay calm and in-control. Your students will respond to your calmness, or lack of.**



# PLAYGROUND EMERGENCY PROCEDURES

***Recess Paras play an important role in the event of a school emergency. In the event of an emergency, there is a strong likelihood that students would be out on the playground at that time. It is important that staff understand the procedures.***

1. Amongst other duties, *Recess Paras* serve as the eyes and ears on the outside of a school. *Paras* may be in a position to identify a threat before it reaches the school. Recognizing that threat and taking appropriate action is important to student/staff safety.
2. Any staff member has the ability and responsibility to request a lockdown if they observe an immediate threat. This request can be relayed through Intrada, radio or phone.
3. In the event a threat is identified from the playground, and is **External** to the school building, *Paras* are to quickly **gather** and move all students back into the school.
4. This process would be initiated through the **whistle alert**. *Paras* will blow the whistle three times quickly. Students would then freeze and take a knee, then listen for instructions.
5. If one *Recess Para* blows their whistle three times, all other *Recess Paras* follow by blowing their whistle three times so that all students are able to hear. Instructions are then given based on the situation.
6. In the event a **Lockdown Alert** is activated (Siren sounding) while students are out on recess, students **are not to be returned into or near the school building.** *Paras* are to gather all students and remove them far enough from the incident that is deemed to be a safe distance and location. This may include moving off of school property or into the trees.
7. In the event a **Fire Alarm** is activated (Alarm sounding), while students are out on recess, students **are not to be returned into or near the school building.** Students should be moved to the designated staging area where they will be met by their class teachers.
8. In the event of a medical issue, **911 and Front Office** should be notified immediately. Students should then be directed back into the school building.
9. If ever a **Non Staff/Unauthorized Person** is observed on the school grounds, **Front Office and Security** should be notified immediately.